



STATE OF CONNECTICUT
JUDICIAL BRANCH

CHAMBERS OF
BARBARA M. QUINN
CHIEF COURT ADMINISTRATOR

231 CAPITOL AVENUE
HARTFORD, CT 06106

May 24, 2011

Hon. Paul J. Knierim
Probate Court Administrator
186 Newington Road
West Hartford, Ct 06110

Dear Judge Knierim:

Thank you for submitting your proposed Fiscal Year 2011-2012 budget for expenditures from the Probate Court Administration Fund. Please be advised that your proposed budget is approved as submitted.

The proposed budget represents the first full year in which the restructured and consolidated probate courts will operate. It was a short time ago that the very idea of revamping the probate system so dramatically seemed to be an impossibility. Nevertheless, we now find ourselves with a streamlined court system that is on sound financial footing for the future. I would once again extend our thanks for the yeoman efforts that you and your colleagues have made to bring us to this point.

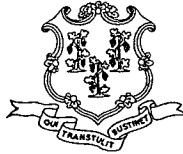
We look forward to working with you in the coming year and I am confident that, by continuing to work together cooperatively, we will be able to successfully meet the challenges that may arise.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Quinn', written over the word 'Sincerely'.

Barbara M. Quinn, Judge
Chief Court Administrator

Cc: Hon. Chase T. Rogers, Chief Justice
Thomas A Siconolfi, Executive Director of Administrative Services



STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

PAUL J. KNIERIM, JUDGE
Probate Court Administrator

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May 2, 2011

The Honorable Barbara M. Quinn
Chief Court Administrator
Supreme Court Building
231 Capitol Avenue
Hartford, CT 06106

Re: Proposed Fiscal Year 2011-12 Budget

Dear Judge Quinn:

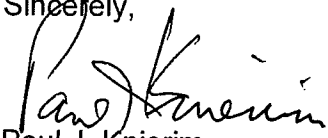
I have enclosed, for your consideration, the proposed fiscal year 2011-12 budget for expenditures from the Probate Court Administration Fund, in accordance with C.G.S. § 45a-84. Also enclosed is our request for authorized positions for this office.

The proposal is identical to the draft that Andrea King and I shared with you on March 30. As required under § 45a-84(a), I presented the proposed budget to the Executive Committee of the Connecticut Probate Assembly. The Executive Committee did not request any changes.

For the current fiscal year, we project \$1.6 million in savings from restructuring and an operating surplus of \$4.7 million. We expect to transfer approximately \$5.4 million from the Probate Court Administration Fund to the state's General Fund at year-end. During fiscal year 2011-12, which will be the first full year of operation under our new structure, we project savings in excess of \$3.5 million.

Thank you for your consideration. I would be pleased to answer any questions or to supply any additional information that may be helpful to you.

Sincerely,


Paul J. Knierim
Probate Court Administrator

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Enclosures

cc: Honorable Daniel F. Caruso, President-Judge of the Connecticut Probate Assembly

Office of the Probate Court Administrator

FY 2012 Proposed Budget

May 2, 2011

Office of the Probate Court Administrator

FY 2012 Proposed Budget

Table of Contents

	<u>Page</u>
Revenue	1
Court expenditures	2
PCA expenditures	4
PCA Salary budget	5
Temporary employees	6
Fund balance	7

Office of the Probate Court Administrator

FY 2012 Proposed Budget

Revenue

	FY 10 Actual	FY 11 Budget	FY 11 Forecast	FY 12 Budget
Probate Court Revenue:				
Assessments (through Dec 2010)	10,852,081	5,192,390	6,800,000	-
Probate fees (effective Jan 2011)	-	15,800,000	14,000,000	30,000,000
General Fund Appropriation:				
Probate courts	5,500,000	11,250,000	11,250,000	8,200,000
Pass-thru funding (CIP, K/R, Guard)	1,189,762	1,201,396	1,201,396	1,200,000
Other	40,269	35,622	36,000	35,000
TOTAL REVENUE	17,582,112	33,479,408	33,287,396	39,435,000

Office of the Probate Court Administrator

FY 2012 Proposed Budget

Court Expenditures

Description	FY 10 Actual	FY 11 Budget	FY 11 Forecast	FY 12 Budget
Personnel Expenses:				
Salaries - Court Staff	1,373,898	7,613,873	6,618,876	13,133,155
Salaries - Judges	145,045	2,841,113	2,872,585	5,550,171
Salaries - Special Assignment Jud	7,110	100,000	50,000	200,000
Health Insurance	3,734,546	3,308,211	3,774,003	4,256,754
Payroll Taxes	155,384	1,150,048	949,146	1,868,333
Vacation and Sick Time Pymts	-	22,144	50,000	50,000
Retiree Health Insurance	2,739,654	3,810,754	3,450,862	-
Retirement Plan - Administration	94,731	88,000	88,000	90,000
Retirement Plan - Funding	125,986	453,000	200,000	200,000
Probate Magistrates	-	50,000	35,000	100,000
Work in Process Payments	-	150,000	-	1,050,000
Subtotal Personnel Expenses	8,376,353	19,587,143	18,088,472	26,498,412
Other Expenses:				
Computer Equipment and Svs	294,975	420,000	420,000	764,500
Outside Services	-	37,250	30,000	120,000
Council on Probate Judicial Cond	91,542	70,000	125,000	125,000
Probate Judicial Conduct Att Fees	-	50,000	50,000	100,000
Court Subsidies and Loans	292,326	125,000	50,000	-
Office Expense Budgets	155,794	741,101	750,000	863,122
Mileage, Tolls, Parking	-	30,000	33,800	72,800
Marshals and Newspaper Adv	-	15,000	-	-
Translators and Court Reporters	-	50,000	25,000	50,000
Rental of Records Storage Space	37,594	88,000	60,000	60,000
Contingency	-	550,000	120,000	500,000
Subtotal Other Expenses	872,230	2,176,351	1,663,800	2,655,422

Office of the Probate Court Administrator

FY 2012 Proposed Budget

Court Expenditures

Description	FY 10 Actual	FY 11 Budget	FY 11 Forecast	FY 12 Budget
Program Expenses:				
Indigency Exp- Appointed Counsel	2,237,593	2,169,981	2,133,655	2,240,338
Indigency Exp- Marshals/Ads	90,158	91,637	90,000	94,500
Indigency Exp- Waived Entry Fees	576,537	314,029	354,884	-
Indigency Exp- Conservators	1,767,190	1,699,950	1,943,108	2,040,263
Subtotal - Indigency Exp	4,671,478	4,275,597	4,521,647	4,375,101
Pass-Through - Child in Placement	51,396	51,396	51,396	51,396
Pass-Through - Kinship/Respite Care	1,038,366	1,050,000	1,050,000	1,050,000
Pass-Through - Guardianship Pilot	100,000	100,000	100,000	100,000
Pass-Through - Youth-in-Crisis	(50,051)	-	-	-
Subtotal - Pass-Through	1,139,711	1,201,396	1,201,396	1,201,396
Pilot - Mental Health and Truancy	156,856	191,856	191,856	200,000
Subtotal Program Expenses	5,968,045	5,668,849	5,914,899	5,776,497
Total Court Expenses	15,216,628	27,432,343	25,667,171	34,930,331

Office of the Probate Court Administrator

FY 2012 Proposed Budget

PCA Expenditures

Description	FY 2010 ACTUAL	FY11 BUDGET	FY11 FCST	FY12 BUDGET
Personnel Expenses:				
Salaries & Wages	1,334,827	1,417,920	1,445,262	1,585,081
Fringe Benefits	792,433	850,752	867,157	951,048
Subtotal Personnel Expenses	2,127,261	2,268,672	2,312,419	2,536,129
Other Expenses:				
Professional Services	157,932	247,000	158,466	120,000
Computer Equipment and Services	227,126	210,000	210,000	218,700
Building Repairs, Maintenance, Utilities	60,999	70,000	70,000	75,000
Printing & Binding	14,122	18,000	16,000	41,000
Office Expense - Furniture and Fixtures	3,776	4,000	3,000	4,000
Office Expense - Equipment Leases	18,197	19,000	18,000	18,000
Office Expense - Supplies	15,909	13,000	14,000	13,000
Office Expense - Postage and Delivery	22,741	14,500	14,500	15,000
Office Expense - Telephone	18,138	20,000	18,000	18,000
Dues and Subscriptions	16,087	20,000	18,000	18,000
Mileage, Tolls, Parking	4,867	5,000	7,000	7,000
State Vehicle - Lease, Maintenance	5,696	8,000	8,000	8,000
Training & Education - PCA Staff	6,807	10,000	8,000	8,000
Training & Education - Judges & Clerks	40,067	50,000	40,000	40,000
Training & Certification - Conservators	-	-	-	25,000
Contingency - Statutory per §45a-84(c)	-	5,000	5,000	5,000
Contingency - Other	2,224	25,000	-	25,000
Subtotal Other Expenses	614,687	738,500	607,966	658,700
Total Administrative Expenses	2,741,948	3,007,172	2,920,386	3,194,829

Office of the Probate Court Administrator
FY 2012 Proposed Budget

Notes:

- COLA and step increase excluded
- All employees budgeted at 40hr week
- Furlough days not factored into budget; included in FY11 forecast

PCA Salary Budget

Name	Jan 2011 Gr/Step	Bi-Wkly	FY 2011 Budget	FY 2011 Forecast	FY 2012 Full Year
Aszklar, Barbara D.	15/99	1,615	43,570	41,510	41,995
Bennet, Helen B.	32/98	3,245	86,108	83,391	84,365
Blair, Alison J.	15/99	1,615	42,791	41,510	41,995
Brennan, Ann C.	21/02	2,314	61,103	59,470	60,164
Cariseo, Alyce E.	32/02	3,647	96,571	93,733	94,827
Cohen, Debra E.	32/99	3,379	89,596	86,839	87,852
Dornfried, Susan A.	22/02	2,388	63,210	61,380	62,096
Fernandes, Nuno	28/02	3,187	84,322	81,908	82,864
Frank, Willette Y.	15/98	1,554	41,199	39,937	40,403
Gaffey, Thomas E.	37/04	4,789	126,496	123,071	124,507
Gilroy, Paula M.	15/99	1,615	42,791	41,510	41,995
Green, Alison J.	24/03	2,717	71,858	69,818	70,633
King, Andrea M.	35/97	3,544	94,032	91,081	92,144
Obert, Susan J.	22/97	2,046	54,304	52,577	53,191
Orvis, Dianna B.	17/03	1,975	52,187	50,748	51,341
Russo, Vincent J.	28/02	3,187	84,322	81,908	82,864
Scotti, Susan T.	25/04	2,947	77,908	75,743	76,627
IT staff addition	21/97	2,025	-	-	52,650
Finance staff addition	27/97	2,595	-	-	67,470
Knierim, Paul	NA	NA	146,780	145,086	146,780
Benjamin, Amy	24/01	2,528	66,959	64,976	65,734
Janes, Stephanie	28/02	3,187	84,322	81,908	82,864
TOTAL SALARY			1,510,429	1,468,104	1,605,361
Add: Longevity			20,018	20,018	20,018
Add: Temporary Employees			38,754	104,024	98,300
Add: Other					10,000
Less: Allocation to RCPC (Amy/Stephanie)			(151,281)	(146,884)	(148,599)
TOTAL BUDGET			1,417,920	1,445,262	1,585,081

Office of the Probate Court Administrator

FY 2012 Proposed Budget

Temporary Positions

Name	FY11 Budget	FY11 FCST	FY12 Budget	FY13 Budget	Comments
Winnie Sumner	32,295	32,262	32,000	-	Assume retirement June 2012
Judy Robertson	6,459	8,162	-	-	\$2k Jan-June 2011 provided as budget contingency, but not planned for at this time
David Saltzman	-	45,980	36,300	16,500	2011=600 hrs Jan-June / 360 hrs July-Dec (2010 audits) FY12 and FY13 = 300 hrs for assistance with WIP and other special projects requiring history
Stephanie Kudler	-	12,258	-	-	\$31.43/hr x 15 hrs/week x 26 wks in 2H11, finance special projects
Other	-	5,363	30,000	30,000	FY11 invoice processing: \$13.75 x 30hrs/wk x 13 weeks. FY12- scan invoices (backlog) and other contingency
Total	38,754	104,024	98,300	46,500	

Office of the Probate Court Administrator

FY 2012 Proposed Budget

Fund Balance

	FY 10 Actual	FY 11 Budget	FY 11 Forecast	FY 12 Budget
Beginning PCAF Balance	5,068,755	4,692,291	4,692,291	4,000,000
Net Income (Loss)	(376,464)	3,039,893	4,699,839	1,309,840
Ending Fund Balance	4,692,291	7,732,184	9,392,130	5,309,840
Transfer to General Fund	-	3,732,184	5,392,130	1,309,840
Net Ending Fund Balance	4,692,291	4,000,000	4,000,000	4,000,000